



RULES AND REGULATIONS

Operations Order

4.7.00

PHOENIX POLICE DEPARTMENT

Rev. 02/18/25

PAGE 1

1. All employees of the Department will comply with the rules and regulations listed in this order.

2. GENERAL RULES

- A. Employees will be responsible for the completion of assigned duties and will be held accountable by their supervisor for the satisfactory performance of those duties.
- B. Employees will have assigned duty hours and will be considered off duty at all other times.
- C. Department employees will be punctual in reporting for duty at the time and place designated by a supervisor.
- D. Employees will maintain a professional approach to their duties at all times.
- E. Employees (on or off duty) are prohibited from depicting the Department, or any police-related event, in any manner that under the circumstances would be of a nature to bring discredit upon, or cause embarrassment to, the Department.

NOTE: This includes, but is not limited to, anything depicting the Department (e.g., cartoon drawings, challenge coins, squad t-shirts, pins, etc.), or including any employees in a police-related event (e.g. holiday party, social event, fundraising event, retirement event, etc.). Anything depicting the Department or commemorative in nature utilizing Department logos, icons, images, etc., must have the approval of the Police Chief or designee from the Office of Administration prior to being produced and/or disseminated.

- F. Employees will be attentive to their duties and will not sleep, read newspapers or magazines, or excessively use personal communication and electronic devices while on duty and in public view (see section 5.Y of this order for more information regarding personal communication and electronic devices).
- G. Employees will not conduct any non-police related, outside employment business on City time using City equipment and/or facilities, unless otherwise approved by the employee's chain of command.
- H. Off-duty employees will be subject to recall.

3. SWORN PERSONNEL

A. Officers will

- Preserve the public peace
- Suppress all types of crime
- Detect and arrest violators of the law
- Protect life and property
- Enforce laws of the State and ordinances of the City
- Abide by the Code of Ethics

- B. Specific duty assignments will not alter an officer's obligation to take police action in problems requiring immediate attention.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT Rev. 02/18/25	PAGE 2

3. C. Officers **will not**

- (1) Become involved in neighborhood quarrels while off duty, unless death or injury may result if immediate action is not taken.
 - Matters will be adjudicated by a disinterested party, including a patrol unit if necessary
- (2) Make arrests in their personal quarrels (family or neighbors) unless action is warranted by the immediate threat of serious bodily harm or property damage.
- (3) Apply for a warrant for assault upon themselves or file suit for damages without reporting the matter to the Police Chief through proper channels.
- (4) Investigate or use any of the rights, powers, or privileges associated with their position to further an investigation into a crime where they, a family member, friend, or business acquaintance is involved as a victim, witness, suspect, or investigative lead, or have a personal business interest in the investigation, unless otherwise authorized.

D. Off Duty Officers

- Will take police action on felony or other serious criminal matters coming to their attention
- **Will not** take action for minor traffic violations
- May carry a firearm, but they will exercise discretion as to when and where it is worn
- Will not carry **any** firearm while consuming alcohol or while in a bar or nightclub
- Will not carry a firearm if the reputation of the Department would suffer
- All employees wishing to make any personal public appearance in uniform, in an off duty capacity, will obtain permission from the employee's supervisor prior to doing so

4. **UNIFORMED PERSONNEL**

A. Labor Disputes

- (1) Uniformed employees will not enter any buildings, structure, or premises where it is indicated a labor dispute is in progress, except when it is necessary to perform the duties of a police officer.
- (2) Officers at the scene will remain impartial.

B. Loitering – Uniformed employees will not loiter in public places.

5. **EMPLOYEE CONDUCT**

A. Acceptance of Gifts or Rewards

- (1) Employees will not solicit or accept, either directly or indirectly, rewards or gratuities for performance of duties or in exchange for police services and will not use their position to seek favors of any kind, for example:
 - The acceptance of free or discounted meals from any commercial establishment other than those offered to the general public
 - The acceptance of free or discounted rent other than those offered to the general public
 - Solicitation of off-duty work from victims, suspects, witnesses, or businesses



RULES AND REGULATIONS

Operations Order

4.7.00

PHOENIX POLICE DEPARTMENT

Rev. 02/18/25

PAGE 3

5. A. (2) Employees will not engage in any business transaction with a person in police custody.
- (3) Employees will not engage in bribery or extortion.
- B. Gifts Exchanged or Given to Employees
- (1) Employees will not give or accept gifts from other employees that depict the Department, or any police-related event, which under the circumstances would be of a nature to bring discredit upon, or cause embarrassment to, the Department.
- C. Fraud/Reports/Official Paperwork
- (1) Employees will not make false reports or knowingly enter or cause to be entered into any Department book, record, or report any inaccurate or false information.
- This order is not to prevent officers from including information in a report given by a suspect, witness, victim, etc., they believe to be false
- EXAMPLE:** Suspect denies committing crime, lies about identity, etc.
- (2) Employees will not submit any type of fraudulent report for monetary gain, such as overtime slips or employee reimbursement.
- (3) Employees will not use Department funds for personal or other unauthorized reasons.
- (4) Employees will not file false claims and/or abuse disability benefits.
- D. Driver Qualifications – Employees in driving positions shall adhere to driver qualifications as listed in [Administrative Regulation \(AR\) 2.96](#).
- Employees will be required to sign the City of Phoenix Driver Qualification Policy Employee Receipt found on the last page of AR 2.96
 - * Signed City of Phoenix Driver Qualification Policy Employee Receipts will be forwarded to the Fiscal Management Bureau (FMB) for retention in the employee's Department files
- E. Alcohol
- (1) Employees, on or off duty, will not consume alcoholic beverages to the extent it would bring discredit upon the Department.
- (2) Employees, while in uniform or wearing any identifiable part of the uniform, will not taste, drink, or purchase alcoholic beverages, nor will they consume beverages, which approximate the smell or appearance of alcoholic drinks.
- (3) Plainclothes employees may consume alcoholic or non-alcoholic beer or wine substitute beverages on duty only in conjunction with an official investigation and with the prior approval of a supervisor.
- (4) Employees will not report to duty with the odor of alcohol on their breath or when impaired in any way by the use of alcohol.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 4

5. E. (5) Employees will not consume alcoholic or non-alcoholic beer or wine substitute beverages during breaks or lunch.
- (6) Driving Under the Influence (DUI)
 - (a) Employees will not operate any vehicle while impaired by drugs or alcohol; this includes all vehicles, such as personal, rented, or City-owned automobiles, boats, personal watercraft (jet skis), and aircraft.
 - (b) If arrested for DUI by any law enforcement agency, employees will immediately notify their supervisor per this order and [AR 2.96](#).
 - (c) Employees whose driving privilege is restricted or limited with an ignition interlock device (IID) will refer to [AR 2.95](#) and AR 2.96.
 - (d) Per [Operations Order 2.2.00, Misconduct Investigation](#), an administrative investigation will be conducted along with any criminal investigation.
 - (e) Sworn probationary employees in their first year of City employment will be terminated if arrested for DUI.
- (7) Employees will not unlawfully use narcotics, marijuana, or dangerous drugs.
- (8) In cases where prescribed drugs may affect the employee's job performance, the employee will notify their supervisor prior to going on duty.
- F. Employee Organization Activity – Supervisory, managerial, professional, and confidential employees of the Department may belong to an employee bargaining unit for the purpose of participating in social activities and benefit programs.
 - (1) Because of the conflict of interest, as defined in Phoenix City Code, Article XVII, they may not be a policymaking official or consultant in any organization that is or attempts to establish itself as an employee bargaining unit.
 - (2) Employees will not solicit membership or otherwise conduct unauthorized employee organization activities during working hours so as to impair the performance of work assignments.
- G. Employee/Supervisor Relationship
 - (1) Supervisors will not be permitted to oversee within their direct chain of command, a relative, as defined in [AR 2.91](#).
 - (a) This includes a spouse, child, step-child, grandchild, parent, grandparent, or siblings of any legal definition, or a grandchild, sibling, parent, or grandparent of their spouse and/or a person residing in the employee's household as a member of the family.
 - (b) Supervisors who have a Department employee for a roommate, share a substantial financial interest with another Department employee, or have any other relationship of such a nature that may create a conflict of interest or the appearance of a conflict, must fill out a [Conflicts in Employment, Supervisory and Contractual Relationships Disclosure, form 60-601D](#), in compliance with AR 2.91.
 - (c) In the interest of full disclosure, supervisors who routinely oversee employees not in their direct command, due to overlapping coverage, where a relationship as defined in AR 2.91 exists, will fill out a Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 5

5. G. (2) Where a conflict, potential conflict, or possible future conflict exists, employees must submit a completed Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form, listing the name/s of the relative/s, or other individual/s as defined in [AR 2.91](#), working for the Department.
 - (a) The form will be submitted through the chain of command to the affected employee's bureau/precinct commander/administrator for consideration and to determine if any action is warranted to eliminate a conflict of interest.
 - (b) Commanders/administrators will note on the bottom of the form whether the relationship does or does not pose a conflict of interest and any actions taken to resolve the conflict.
 - (c) The form must be kept current and will be retained in the employee's division file for two years.
- (3) All commanders, administrators, and executive staff, due to their broader management responsibilities, must complete a Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form, listing the name/s of the relative/s, or other individual/s as defined in AR 2.91, working for **any** department in the City, including the defined relationship, and submit it to the Police Chief.
 - (a) This does not prohibit middle managers and executive staff from overseeing workgroups where a relative is assigned as long as the relative is not an immediate subordinate.
 - (b) Commanders, administrators, and executive staff will not participate in or influence others in any manner regarding departmental decisions, including hiring, promotion/s, discipline, and merit increase/s involving employees with whom they are related, have a pecuniary interest with, or any other Department employee where a potential conflict could exist as defined in AR 2.91.
- (4) Employees will not date or engage in an intimate relationship with a supervisor or subordinate in their direct chain of command.
 - (a) Intimate relationship is defined as any physical touching of a more personal nature, **any** sexual contact, and/or an emotional dependency beyond a normal level of friendship.
 - (b) This policy includes employees of the same rank where one is acting in a supervisory capacity over the other, such as with a Field Training Officer (FTO) and Officer in Training (OIT).
- (5) The Police Chief or designee has the authority to make any transfers necessary to eliminate an actual or potential conflict of interest caused by relationships as defined in AR 2.91.
- (6) Two or more members of an immediate family may be assigned to the same work unit or under the direction of the same chain of command with approval of the involved assistant chief.
- (7) Employees working off-duty in a police capacity are permitted to work with an immediate family member or relative provided the employee, who is classified as a supervisor, will not directly supervise a member of their immediate family or relative as defined in [AR 2.91](#).

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT Rev. 02/18/25	PAGE 6

5. H. Contractual Conflicts

- (1) Any employee who has, or whose relative has, a substantial pecuniary or proprietary interest (as defined in [Arizona Revised Statute \(ARS\) 38-502](#), in any contract, sale, purchase, or service to the City, shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, or purchase.
 - Employees must submit a completed Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form, when any potential conflict as defined in AR 2.91 exists or could exist in the future

I. Smoking

- (1) Employees will not smoke in any City facility or City-owned vehicle, or in general view of the public, in accordance with [ARS 36-601.01](#).
- (2) Employees may smoke in designated public smoking areas or a public place/building which has an area designated specifically for smoking while on lunch/break.

J. Debts – Employees will pay their just debts promptly.

K. Gambling – Games of chance will not be permitted in Department facilities nor while on duty, except with the approval of a supervisor and in conjunction with an official investigation.

L. Signatures – Employees will sign their names and print their serial numbers in a legible manner on all police and related documents requiring signatures.

M. Minor Children – Employees will not care for minor children while on duty or while working in an off-duty police capacity without prior approval of their commander/administrator.

- An exception would be the custody of minor children as a result of a police-related investigation

N. Leaving the City – On duty employees will not leave the City limits, except when on official police business, and will advise radio of their destination/purpose.

O. Employee Personal and Emergency Contact Information

- (1) Employees will keep the City informed of their current residential address and notify the City within 10 days of any change.
 - Residence is defined as the occupancy of a dwelling unit and not merely used for the receipt of mail
- (2) Employees will immediately advise their supervisor of any change in name, residential address, telephone number/s, or emergency contact information.
- (3) All changes to an employee's personal information to include address, telephone number/s, or emergency contact information must be updated by the employee using the City Human Resources Department's e-CHRIS web application.
 - (a) The e-CHRIS web application can be accessed through hyperlinks found on the Inside Phoenix page and on [PolicePoint](#).
 - (b) To update their personal information, employees must select the Self Service Function and then go to Personal Information.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT Rev. 02/18/25	PAGE 7

5. O. (3) (c) Employees with questions regarding the use of e-CHRIS or having issues accessing the application may contact the e-CHRIS Help Desk at 602-534-4357.
- (4) Any changes to an employee's name will be initiated by the employee using e-CHRIS and finalized with the assistance of the FMB.
 - To finalize the name change process, employees must make an appointment with FMB to complete the proper paperwork. Employees will be required to provide supporting documents for a name change
- (5) The supervisor and employee will review the employee's personal and emergency contact information semi-annually when completing two of the employee's quarterly performance reviews, update all information as necessary, and document the review in the Supervisor's Monthly Inspection Report, form 80-38D.
- (6) It is the employee's responsibility to verify the current status of his/her emergency contact information via e-CHRIS or the Police Employee Directory on PolicePoint and to verify the current status of his/her beneficiary information using the e-CHRIS application.
- (7) Employees will not list their employment address as their residence for any documents such as contracts, driver's license, vehicle registration, or any personal mail.
- (8) All employees will maintain a home telephone or a cellular phone as a means of communication.
- P. City and Personally-Owned Equipment – Based on homeland security concerns, Department employees must take extra care securing City-issued equipment or equipment that is readily identifiable as police equipment.
 - (1) This policy includes, but is not limited to, firearms, Taser® Energy Weapons (TEWs), uniforms, and other issued equipment.
 - (2) Employees **will not** misuse, abuse, or improperly use City equipment and will immediately report all damages or losses of City equipment to their supervisor.
 - (3) Supervisors will ensure a Incident Report (IR) is completed on each incident of lost or stolen City and/or personally-owned equipment readily identifiable as police equipment.
 - (4) Supervisors will conduct an inquiry to determine if the incident warrants the completion of a supervisory-initiated investigation to report the circumstances of the misuse, abuse, or loss of City equipment or personally-owned equipment used in the course of duty.
 - (a) If the circumstances of the incident clearly indicate no violation of policy, a memorandum will be completed by the supervisor detailing the incident and the circumstances that led to the loss of the items. For example, the employee followed policy and the items were stolen during a burglary.
 - (b) After a chain of command review and approval, the completed memorandum, along with an attached copy of the IR, will be maintained by the employee's immediate supervisor.
 - (5) Employees **will not** improperly use another employee's equipment, or any personal equipment used for work related business, such as firearms, computers, and uniforms.



RULES AND REGULATIONS

Operations Order

4.7.00

PHOENIX POLICE DEPARTMENT

Rev. 02/18/25

PAGE 8

5. P. (6) Any employee responsible for willfully or negligently damaging City equipment may be required to bear the cost of the repair or replacement at the discretion of the Police Chief.
- The employee may be subject to disciplinary action.
- (7) Employees are responsible for the proper storage and security of City equipment assigned to them that if lost or stolen would constitute a breach of security to the Department and the general public; this includes personal property that is identifiable as police equipment.
- (8) Unless permitted as per section 5.P.(9) below, employees will not leave any City-issued equipment or items identifiable as police equipment in any vehicle, locked or unlocked, at any time.
- (9) Exceptions:
- (a) Locked in a marked or unmarked City-owned vehicle while the employee is on duty (unless exigent circumstances prevent the locking of the vehicle) or in an employee's personal vehicle who is eligible for a monthly vehicle allowance. This excludes the officer's primary firearm that must be carried upon the officer's person or be readily accessible, such as carried with the officer in a briefcase, bank deposit bag, or fanny pack.
 - (b) At times during an active investigation, on duty undercover officers may secure their primary firearm in a locked vehicle. For example, when the officer is entering an establishment or other place where patting down or wandering is occurring or could occur.
 - (c) Stored in any vehicle that is parked in the enclosed and locked garage of the employee's residence when the garage door is closed and secured.
 - (d) Placed and concealed in a locked vehicle parked within the fenced perimeter of a police facility. This does not include approved off-site parking locations.
 - (e) Placed and concealed within the employee's locked personal vehicle while enroute (two hours prior/two hours after) to or from a normal workday shift. This does not include stopping for a personal appointment, grocery/convenience store, friend's residence, etc.
 - (f) Placed and concealed in a locked police vehicle while inside a jail/detention facility while booking, detaining, or interviewing a suspect (in accordance with official business and a locking firearm locker is not available).
- (10) A locked vehicle is defined as one that can only be opened with a key or remote access key and is actively locked (all entries, including doors and trunk) while the employee is away from the vehicle.
- (11) Employees are prohibited from parking a personal vehicle with any City-owned or personal police equipment inside at an establishment where the primary source of business income is from the sale of alcohol.
- (12) Storage in Other Locations
- (a) Police Facility
 - Equipment will be secured in a locker or other type of secure compartment
 - Firearms will be kept from public view/access when not worn. For example, stored in a desk, briefcase, locker, or other secure location

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT Rev. 02/18/25	PAGE 9

5. P. (12) (b) Employee Residence – Equipment/firearms will be secured in the residence or in a secure location out of the reach of children and others.

(13) When there is a question as to whether or not an employee's equipment storage arrangements are adequate, the employee's assistant chief will make the determination.

(14) At the discretion of the Police Chief, any employee found responsible for the negligent loss or abuse of City equipment will bear the cost of repair or replacement and may be subject to disciplinary action.

(a) As an alternative to discipline, the employee may be given the opportunity to reimburse the Department for any loss caused by negligence.

- This option only applies to losses up to \$500
- If the loss is more than \$500, the claim will be processed through normal channels
- If the employee opts to reimburse the City for the loss, documentation of the incident will not be placed in the employee's files
- Documentation of the incident will be made in the employee's notes by their immediate supervisor

(b) The value of property to be reimbursed or replaced will be determined by FMB.

(c) The method of payment will be agreed upon between FMB and the employee, and must be approved by the Police Chief as follows:

- Direct payment
- Installment plan
- Payroll deduction

(d) The Department may reserve the right to withhold the amount from the employee's pay if an agreement cannot be reached.

Q. Employee Identification

(1) Officers will carry their commission/identification card and driver license while on duty.

(2) Employees will courteously supply their name, serial number, or A (Adam) number when requested to do so by any person, whether on or off-duty in a police capacity.

(3) When employees are dressed in plain clothes, they will produce and display their photograph commission card and badge when identification is requested.

(4) All Department employees, volunteers, interns, and non-police City employees requiring access to or who work within any police facility will wear the appropriate commission or identification/access card while in police facilities.

R. Outside Employment/Business Interests

(1) No employee shall engage in any off duty employment or occupation that is considered detrimental to the Department.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 10

5. R. (2) No Department employee will own, or have a ownership interest in, any establishment whose business is of such a nature that it would bring discredit on the Department or generally requires an abnormal amount of police regulation. This includes, but is not limited to:
- Pool halls
 - Bars
 - Nightclubs
 - Adult bookstores and theaters
 - Massage parlors
 - Automobile towing, storage, or salvage businesses
 - Off-Duty Security Services (providing police services or response)
 - Payroll Company involving payment to Off-Duty Officers
- (3) This regulation is not to prohibit employment in or ownership of a commercial enterprise where the primary business includes, but is not limited to, any of the following:
- Sales of food
 - Sales of merchandise
 - Investments in stocks, bonds, and other securities (securities must be listed with the United States Securities and Exchange Commission or the Arizona Corporation Commission)
- (4) Employees are responsible for receiving approval from their assistant chief prior to investing in a business that may represent a conflict of interest with the Department.
- (5) Outside employment and business interests are also addressed in [AR 2.62](#) and [Operations Order 4.8.00, Off-Duty Work](#).
- S. Political Activity
- (1) Employees will not take part in political management, affairs, or political campaigns while in uniform or on duty and are reminded to remain neutral as to their speech and political views.
- All political activity will be governed by [AR 2.16](#).
- (2) Employees who are registered voters may be allowed time off to vote in City and State elections (see AR 2.16 for requirements).
- (3) Employees may appear before the State Legislature as community members or representatives of a private organization.
- (4) Appearances should be made during off duty time and employees will advise legislators they do not represent the City.
- (5) For an appearance regarding an issue in which the City has an interest, employees will send a memorandum of notification to the City Manager Liaison commander prior to their appearance.
- T. Public Discussions
- (1) On duty employees will not engage in political or religious discussions in a public place nor will they speak critically of the nationality, color, creed, disabilities, sexual orientation, age, religion, or beliefs of another person.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 11

5. T. (2) Employees will not publicly criticize or ridicule the Department, its policies, or other employees by talking, writing, or other expressions that may impair the operation of the Department by:
 - Interfering with its efficiency
 - Interfering with the ability of supervisors to maintain discipline
 - Making statements with reckless disregard for truth or falsity

- U. Official Business – Employees will not reveal official business of the Department, except as directed by a supervisor or under due process of law.

- V. Endorsements/Recommendations
 - (1) Employees are prohibited from making any recommendations regarding the employment of any:
 - Attorney
 - Bail bond business
 - Wrecker
 - Service where a fee is charged

 - (2) Employees will not endorse any commercial product while identifying themselves as members of the Department.

- W. Reporting to Supervisors
 - (1) All employees will keep their supervisors informed of any unusual activity, situation, or problem where the Department would be concerned.
 - All incidents will be reported to a supervisor as soon as possible and/or within 24 hours of the incident
 - If an employee's immediate supervisor is not available, the employee will notify another supervisor in their chain of command

 - (2) Employees **will** notify their supervisor when:
 - They receive a moving vehicle citation or are involved as a witness, victim, or suspect in any situation under investigation, by any law enforcement agency
 - Served with **any** court order or have another party served with a court order; for example, an Order of Protection or Injunction Against Harassment
 - There is any neglect of duty or misconduct, either on or off duty, on the part of any other employee of this Department
 - They are the subject of a lawsuit for any act performed while engaged in police activity, either on or off duty; this information will be reported in writing to be routed through the chain of command to the Police Chief
 - They have a medical condition that might inhibit job performance

- X. Employee Respect
 - (1) Department employees will not speak critically of or in a derogatory manner to other employees.

 - (2) In a case where there is sound reason to believe that orders or instructions are inconsistent or unjust, it is the right of any employee to respectfully call it to the attention of the employee issuing the order.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 12

5. Y. Mechanical Recordings – Employees will not covertly record conversations involving other employees unless the recording is in furtherance of an official Department investigation and prior approval for the covert recording has been obtained from an assistant chief or designee.

Z. Personal Communication and Electronic Devices

- (1) Employees shall not excessively use personal communication and electronic devices so as to unnecessarily distract them from their job duties or as to present a negative image to the public and/or bring discredit to the Department.

(a) This includes surfing the Internet.

(b) Viewing/streaming movies or playing video games at any time on duty is prohibited.

- (2) Personal communication and electronic devices include, but are not limited to:

- Audio recorders, cameras, and camcorders
- Audio and video players, including iPods, MP3 players, compact disc (CD) players, digital versatile disc (DVD) players, radios, etc.
- Cellular phones and smartphones
- Computers
- Handheld electronic games
- Personal digital assistants (PDAs) and other electronic handheld organizers
- Any other devices capable of receiving and sending information wirelessly

6. **RULES OF CONDUCT**

- A. Employee Truthfulness – This policy applies to civilian and sworn employees of all rank.

- (1) Definition – For purposes of this policy, a lie is defined as presenting false material, information, or concealing material and/or relevant facts or evidence.

- This can occur by omissions, statements, conduct, or assertions which the employee knows or believes are false, misleading, or deceptive

- (2) Employees will not lie during any Department criminal and/or administrative investigation or in matters of legitimate concern to the Department, which includes but is not limited to:

- Submission of Incident Reports (IRs)
- Testifying in court
- Responses to questions by Department employees
- Questions about operations issues
- Employee initiated statements

- (3) An exception to this policy includes lies which are objectively reasonable. For example, statements made by officers to suspects during the interview/investigation of a crime.

- (4) For employee rights during an administrative or criminal investigation refer to [Operations Order 2.2.00, Misconduct Investigations](#) and/or the appropriate Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 13

6. B. Professionalism

- (1) Employee conduct will be governed at all times by City of Phoenix [Administrative Regulation 2.99, Respect and Civility in the Workplace](#) ; [Administrative Regulation 2.35, Equal Opportunity Policy](#); and the Department's Guiding Values as outlined in [Operations Order 1.1, Purpose Statement / Guiding Values](#).
- (2) Employees will use respectful language in all interactions.
 - (a) Employees will refrain the use of Inappropriate Language which is defined as profanity, or vulgar, obscene, or explicit language, intentionally used by an employee in the performance of duties.
 - (b) If Inappropriate Language is used in a violent or dangerous situation, the use will be evaluated based on the circumstances in which the language was used. Considerations of the circumstances may include, but are not limited to:
 - Spontaneous exclamations of Inappropriate Language under stress and excitement in intense situations
 - Unreasonably excessive and repetitive use of Inappropriate Language
 - Inappropriate Language used disparagingly toward a person is strictly prohibited in all circumstances

NOTE:

This is not intended to preclude an employee's intentional and justifiable effort to maintain control through command presence using tactics that include, but are not limited to, a loud voice, stern tone, and/or forceful commands directed at a non-compliant, uncooperative, or resistive person in order to achieve a lawful and valid law enforcement purpose.

EXCEPTION:

The secondary use of profanity or explicit language in the performance of an employee's duties (e.g. quoting a person in a police report or testifying in court, etc.) does not constitute a violation of this policy.

- (c) Appropriate criticisms or reproofs administered to employees during training or operations, in the interest of professional development, are not considered disrespectful or abusive.
- (3) Employees **will not** use Bias-based language or engage in Bias-based conduct that is malicious, disparaging, or hateful towards any employee or community member.
 - * Bias-based language or conduct may include, but is not limited to, abusive or threatening speech (either verbal or written in whatever form or medium) or gestures that express hatred, prejudice, or animus on the basis of another person's race, ethnicity, religion, sexual orientation, gender identity, or similar grounds.

NOTE: A complaint of Bias-based language or conduct may not be tantamount to an allegation of Bias-based Policing (reference [Operations Order 1.4.00](#))

- (4) Employees are prohibited from creating, disseminating, or circulating any malicious, disparaging, or hateful images, slogans, or statements about any employee or community member.
- (5) Employees will not engage in actions that amount to harassment towards a community member beyond police presence.
- (6) Employees will not engage in sexual activity or contact at any time while on duty or when off duty at any Department facility and/or grounds.

	RULES AND REGULATIONS	Operations Order 4.7.00
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 14

6. B. (7) Employees will not attempt to convert an enforcement contact (suspect, investigative lead, informant, traffic violator, etc.) into a social relationship.
- (8) Employees will not commit acts where the elements of felony or misdemeanor crimes are met.
- (9) After being sentenced to probation, incarceration, and/or community service, employees will immediately notify their chain of command by memorandum.
- (10) Employees **will not**, under any circumstances, be assigned to any position within the Department when convicted of a crime and granted work furlough privileges during service of the sentence.
- (11) After being convicted and while serving a term of incarceration and/or on work furlough, an employee will be required to be on leave, such as vacation and/or compensatory time (employees cannot be at a Department building during this time per section 6.B.(7) above).
- (12) Once all vacation and compensatory leave is exhausted, the use of unpaid leave must be approved in accordance with current policy.
- (13) Proper supervisory approval is required for employees seeking supplemental work through the private sector and must meet the requirements under [AR 2.62](#).
- Employees must submit a [Notice of Outside Employment, form 150-49D](#), to seek approval for outside employment
 - Department and function heads have the primary responsibility for ensuring outside employment is not in conflict with City employment and are granted the authority to deny outside work

Last Organizational Review: